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ABSTRACT

This learning activity package, one of six intended for use in Industrial Cooperative Training Programs, is designed to assist students in gaining the skills and attitudes necessary for getting a job. (The industrial cooperative training program provides industrial occupational training experience for high school juniors and seniors who attend school one-half day and receive supervised work experience on the job.) Contents include a list of objectives, pretest, five learning activities, posttest, answer key for learning activities, and pretest and posttest answer key. The learning activities, each based on one objective, cover these topics: (1) Vocabulary, (2) Personal Data Sheet, (3) Letter of Application, (4) Application Form, and (5) Job Interview. Each follows this format: objective, informative materials, and exercise/activity. (YLB)

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JOB APPLICATION AND JOB INTERVIEW

Learning Activity Package

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A Guide for Industrial Cooperative Training Programs

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NATIONAL INSTITUTE OF EDUCATION

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TRADE AND INDUSTRIAL EDUCATION SERVICE
Division of Program Services
Vocational and Adult Education
Department of Education
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LAP 4

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JOB APPLICATION AND JOB INTERVIEW

Learning Activity Package

For use with
Industrial Cooperative Training Programs

TRADE AND INDUSTRIAL EDUCATION SERVICE
Division of Program Services
Vocational and Adult Education

S. John Davis
Superintendent of Public Instruction
Department of Education
Commonwealth of Virginia
Richmond, Virginia 23216

July 1980

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INTRODUCTION

This Learning Activity Package (LAP) is concerned with the skills and attitudes necessary for getting a job. It deals with job application forms, writing letters of application and presenting information about yourself which represents the best YOU. It is designed to help you learn an important skill which you will need for success in life. People today are changing jobs more frequently than in the past. The impression which you make during the job interview will determine, in most cases, whether or not you get the job, your starting position, and perhaps your initial salary. You will be tested in different sections of this LAP. However, the most important test will come when you use the principles you have learned in applying for a job. What you learn here--if practiced--will increase the chances of your obtaining employment.

NOTES TO STUDENTS

The material in this (LAP) is designed to assist persons who are seeking gainful employment. It is most likely that you have already applied for and received a Social Security number, and are of legal age according to the definitions of the United States Department of Labor and the Virginia Department of Labor, to be employed. If you do not have a Social Security card, ask your teacher to help you to obtain one. You should have already identified areas of your interest and/or aptitudes, which will help you in the job hunting process.

Answers to the tests and review exercises are located at the end of the LAP. Check the Table of Contents for the page numbers.

OBJECTIVES

When you have completed this LAP, you will be able to demonstrate your knowledge of job application and interview by completing these objectives with 90 percent accuracy.

A. (a) Write the meaning of ten terms related to job application and interview, (b) identify seven items that should be part of the personal data sheet and (c) answer correctly fifteen general items on job application and interview.

B. Prepare a personal data sheet which (a) includes the five basic categories of information, and (b) is neat and free from errors.

C. Write a letter of application which (a) follows the six part format and (b) is grammatically correct.

D. Complete a job application form (a) using correct responses to all items and (b) that is grammatically correct.

E. Identify conditions to be aware of during the job interview:
(a) ten questions which would typically be asked and
(b) ten positive conditions or responses which would help you get the job.

PRETEST

Define the following vocabulary words:

1. Marital Status _____

   _____

2. Occupation _____

3. Spouse _____

4. Personal _____

   _____

5. Reference _____

   _____

6. Applicant _____

7. Salary _____

8. Legible _____

9. Surname _____

10. Personnel _____

Circle any of the items below that should be part of the personal data sheet.

11. School grades
12. References
13. Military experience
14. Your teachers
15. Where you were born
16. Marital Status
17. Religious background
18. Your mother & father
19. Subjects studied
20. Skills
21. Sex
22. Previous work experience
23. Educational history
24. Personal information

Pretest (Continued)

Circle T if statement is True, F if it is False

T F 25. You should include your phone number in the application letter.

T F 26. The inside address block is also your return address.

T F 27. The date block is located in the upper right-hand corner of the letter.

T F 28. The body of the letter should be one continuous paragraph.

T F 29. The salutation is the closing of the letter.

T F 30. The signature should be typewritten.

T F 31. Your letter should include grade point average and some important courses which you took.

T F 32. Paragraph one should explain the purpose of the letter to the employer.

T F 33. Your letter should include several references.

T F 34 You should appear at the interviewer's office precisely on time.

T F 35. You should bring your high school transcript along to the interview.

T F 36. It is considered good practice to asks the interviewer the exact pronounciation of his/her name.

T F 37. It is good to extend thanks to both the interviewer and receptionist.

T F 38. After greeting the receptionist you should state your business and time of appointment.

T F 39. Your own questions should be asked at the beginning of the interview.

Pretest (Continued)

Match the words in the right-hand column with their meanings in the left hand column.

_____	40. people whom you support	A	Occupation
_____	41. not applicable	B	Personnel
_____	42. a particular field of work	C	Spouse
_____	43. to write clearly to the point	D	Dependents
_____	44. members of your family	E	Relatives
_____	45. the employees of a company	F	Surname
		G	Reference
		H	Concise
		I	N/A

46. Prepare a personal data sheet which includes the following: (a) Personal; (b) Education; (c) Skills; (d) Work experience; (e) References. Please do this on a separate sheet.

47. Write a letter of application with correct (a) date block and heading (b) inside address (c) salutation (d) body (e) complimentary closing and (f) signature. Please do this on a separate sheet.

48. Ask your teacher for a job application form. Complete responses to all items.

49. Indicate ten questions which might be asked in an interview and the kinds of responses which you would give.

LEARNING ACTIVITY A

VOCABULARY

Objective: You will be able to write the meaning of ten terms related to job application and interview, identify seven items that should be part of the personal data sheet, and answer correctly fifteen general items on job application and interview.

Introduction: On the following page is a list of words which you should know in order to understand terms which may be used on job application forms, in a letter of application, on your personal data sheet, and during the job interview. Look them up in a dictionary and familiarize yourself with these words and their meanings. In the space provided, write the dictionary definition. If there are several meanings, select the one which refers to job application and employment. As you complete the LAP, refer back to these words anytime you feel it is necessary. To help you remember the meanings of the definitions of the vocabulary words, fill in the crossword puzzle and anagram which follow.

Vocabulary (Continued)

Write the meaning of the following terms as they relate to job applications.

1. Applicant _____

2. Application _____

3. Apply _____

4. Complete _____

5. Concise _____

6. Denied _____

7. Dependent _____

8. Experience _____

9. Fired _____

10. Former _____

11. Hired _____

12. Hobbies _____

12

Vocabulary (Continued)

13. Job _____

_____

14. Legible _____

_____

15. Marital Status _____

_____

16. N/A _____

_____

17. Occupation _____

_____

18. Omission _____

_____

19. Personal _____

_____

20. Personnel _____

_____

21. Reference _____

_____

22. Relatives _____

_____

23. Salary _____

_____

24. Security _____

_____

25. Spouse _____

_____

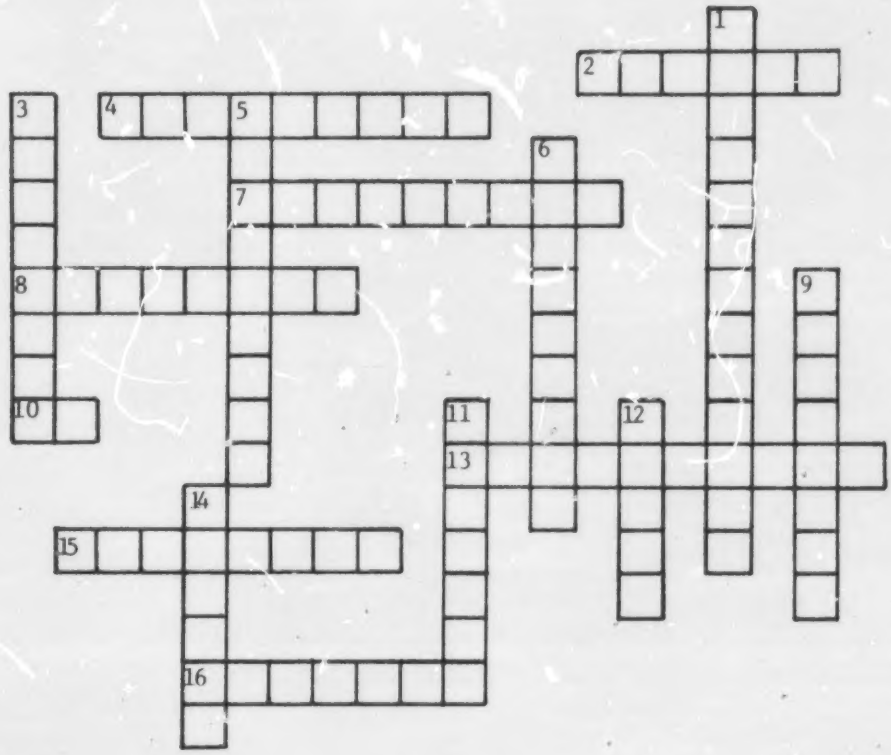
26. Surname _____

_____

Vocabulary (Continued)

CROSSWORD PUZZLE

Complete the crossword puzzle using sixteen of the twenty-six terms listed on the previous pages. Clues to the puzzle are provided below.



ACROSS

2. payment for work
4. members of your family
7. employees of a company
8. a safe, steady job
10. does not apply
13. a particular field of work
15. to fill out fully
16. your last name

DOWN

1. tells if you are single, married, divorced, separated or widowed
3. to have left out
5. one who applied for a job
9. a person who will speak well of you
11. clear, brief and to the point
12. make application for a job
14. your husband of wife

Vocabulary (Continued)

Can you find the listed words in this anagram?

S	F	M	T	P	E	R	S	O	N	A	L	R	E	F	N	V
A	I	B	A	H	O	B	B	I	E	S	A	M	Z	J	O	B
O	Z	G	E	R	E	V	S	Y	Z	B	P	L	A	O	X	W
M	A	K	N	Q	I	X	P	A	D	G	P	H	E	J	K	D
I	V	R	U	A	O	T	P	N	L	V	L	P	R	M	L	E
S	W	F	R	X	T	D	A	E	W	A	Y	O	I	N	F	P
S	R	V	I	H	E	U	T	L	R	W	R	Z	E	W	A	E
I	F	L	K	R	R	F	R	G	S	I	F	Y	N	F	B	N
O	O	A	I	N	E	X	H	E	J	T	E	U	C	W	A	D
N	T	H	P	Q	O	D	M	L	Q	B	A	N	E	J	T	E
L	J	U	F	X	L	R	N	F	B	F	U	T	C	H	X	N
S	E	M	P	L	O	Y	M	E	N	T	O	V	U	E	M	T
Z	M	O	Q	M	P	I	N	C	D	W	J	Q	X	S	F	S
R	P	W	F	W	S	A	P	P	L	I	C	A	T	I	O	N

1 - Experience
2 - Personal
3 - Job
4 - Application
5 - Fired
6 - Hired
7 - Omission
8 - Apply
9 - Signature
10 - Dependents
11 - Employment
12 - Hobbies
13 - Marital Status
14 - Salary
15 - NA

LEARNING ACTIVITY B

PERSONAL DATA SHEET

Objective: You will be able to prepare a personal data sheet which (a) includes the five basic categories of information and (b) is neat and free from errors.

Introduction: The personal data sheet contains important information about you. The information found in a personal data sheet is similar to that which you will be asked during a job interview. The personal data sheet should be typed or printed in ink as neatly as possible. Take your personal data sheet with you when applying for a job. The information can be copied from it onto the application form. By following this procedure, you will be able to do a better, more accurate job of filling out your application. This will help give the interviewer a more favorable first impression of you. Make several copies of the personal data sheet to leave with the interviewer and/or send with letters of application.

The personal data sheet is normally divided into five parts. The five parts are: personal information, educational information, skill information, work experience, and personal references. On the following page there is a brief explanation of each part along with an example of each. Following the examples which are given, make your own personal data sheet. Use a telephone book to look up phone numbers and addresses of which you are not sure. Remember to use a dictionary to help you spell words correctly. Be as neat and accurate as possible, and do not make any mistakes on the personal data sheet.

Personal Data Sheet (Continued)

PERSONAL INFORMATION

Personal information is information about yourself which includes your name, address, telephone number, age, height, weight, marital status, number of dependents, and condition of your health.

SAMPLE

Personal

Name: Louise Booker

Address: 1700 Newby's Bridge Road
Richmond, Virginia 23235

Phone: 276-0890

Age: 18

Height: 5 feet - 6 inches

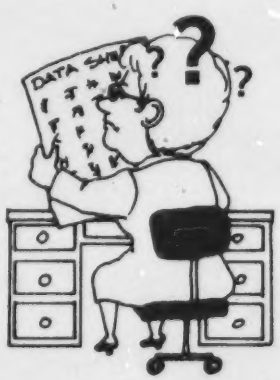
Weight: 120 pounds

Marital Status: Single

Number of Dependents: 0

Health: Excellent

Do not abbreviate. Write out words like inches, pounds, Drive, Street, etc. Note the way in which the information is organized so you can organize your data sheet the same way.



Personal Data Sheet (Continued)

EDUCATIONAL INFORMATION

List only the high school from which you will graduate. Any college or technical school you are attending or have attended should also be included. Be sure you give the full name, address, and zip code for the schools. Because you have not yet graduated from high school, state the month and year that you anticipate graduation. Below the high school listing, make a list of the subjects studied. Begin your list with subjects which are technical in nature or that could possibly clarify your qualifications for a particular job. List your required subjects last.

SAMPLE

Education

Will graduate from Manchester High School, 7401 Hull Street Road, Richmond, Virginia 23235 in June 19__

Subjects studied:

Industrial Cooperative Training, 2 years
Industrial Arts, 1 year
Home Economics, 1 year
English, 4 years
History, 3 years
Math, 1 year
Science, 1 year

Note: The specialized courses are listed first and the required courses are given last.

18

Personal Data Sheet (Continued)

Fill in the correct information about yourself:

Education:

_____

_____

_____

Subjects Studied:

_____

_____

_____

_____

_____

_____

_____

_____

_____

Tips:

If you are still in high school, indicate anticipated graduation date.

List basic areas rather than individual courses.

Personal Data Sheet (Continued)

SKILLS INFORMATION

Skills are special qualifications or abilities. They include talents, and any special training or education you may have. Think of them as things which you can do that someone else cannot do, regardless of how simple they may be. In the future you may omit some of the more simple skills. You will want to list skills which are more technical in nature.

SAMPLE

Skills

Industrial Cooperative Training Experience includes:

Commerical and Industrial Wiring (300 hours)

Residential Wiring (165 hours)

A.C. Motors and Alternators (150 hours)

D.C. Motors and Generators (37 hours)

Transformers and Rectifiers (37 hours)

Skills

_____

_____

_____

_____

_____

_____

_____

20

Personal Data Sheet (Continued)

WORK EXPERIENCE

Your work experience should include the following information:

1. The dates you were employed. The month and year you started your job and the month and year you left this employment.

2. The name and address of your employer. Write the name of the company you work for - not your supervisor's name. Include the complete address and zip code.

3. A brief description of your duties.

4. Your rate of pay when you left your previous position.

Begin the list with your present or most recent employer, listing the last three jobs you have held.

SAMPLE

Work Experience

Dates From	Dates To	Name & Address of Employer	Description of Duties	Wages Starting	Wages Final
Sept. 19__	Present	Odom Electric Shop 2343 Hull St. Road Richmond, Virginia 23234	Electrician Trainee	$4.30 per hr.	$4.50 per hr.
Oct. 19__	Sept. 19__	Willard Electric Co. 9340 Cambridge Road Chester, Virginia 23831	Electrician Trainee	$3.65 per hr.	$4.00 per hr.

Personal Data Sheet (Continued)

In the space below, fill in information about yourself:

Work Experience:

Dates From	Dates To	Name & Address of Employer	Description of Duties	Wages Starting	Wages Final

Personal Data Sheet (Continued)

PERSONAL REFERENCES

A reference is the name of a person who can give a written or verbal opinion regarding your background, character and personality. Be sure you choose a reference who will speak well of you. It is best to ask the person if you may use his/her name as a reference. This way you are assured of listing people who will provide good references for you. Good references to list are pastor of your church, teacher, principal, counselor, or adult neighbors and friends of the family.

References which are not acceptable are relatives or members of your family and friends of your own age who have not held a steady job. When listing a reference, you should give the full name, address, telephone number, and occupation or position.

SAMPLE

References:

Mr. Louis Johnston, 3112 Lee Highway, Bon Air, Virginia 23235
Sales Manager, Exxon Corporation, 804-455-1234

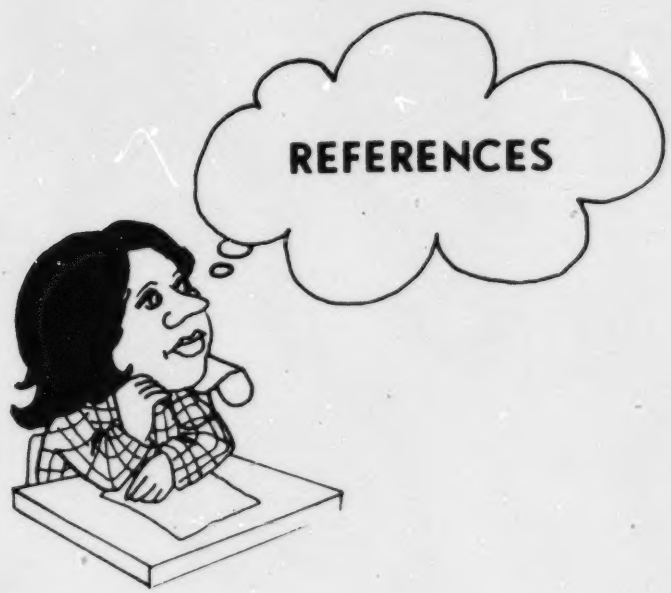
Ms. Jane Robek, Trade and Industrial Education Service
Secretary, Virginia Department of Education
Box 6Q, Richmond, Virginia 23216, 804-786-2154

Mr. Michael Rogers, 821 Little River Turnpike, Richmond, Virginia 23225
Counselor, Meadowbrook High School, 4901 Coghill Road,
Richmond, Virginia, 804-786-2643

Personal Data Sheet (Continued)

Make a list of your references in the space below:

References:



Personal Data Sheet (Continued)

If you have finished the learning activities so far, you will have completed all the parts of a personal data sheet. Below is an example of an acceptable personal data sheet. After reviewing it, make a personal data sheet for yourself using the information which you completed in the previous activities.

Personal

Name: Louise Booker

Address: 1700 Newby's Bridge Road
Richmond, Virginia 23235

Phone: 276-0898

Age: 18

Height: 5 feet - 6 inches

Weight: 120 pounds

Marital Status: Single

Number of Dependents: 0

Health: Excellent

Education

Will graduate from Manchester High School, 7401 Hull Street Road, Richmond, Virginia 23235 in June 19___

Subjects taken:

Industrial Cooperative Training, 2 years
Industrial Arts, 1 year
Home Economics, 1 year
English, 4 years
History, 3 years
Math, 1 year
Science, 1 year

Personal Data Sheet (Continued)

Skills

Industrial Cooperative Training Experience includes:

Commercial And Industrial Wiring (300 hours)
Residential Wiring (165 hours)
A.C. Motors and Alternators (150) hours)
D.C. Motors and Generators (37 hours)
Transformers and Rectifiers (37 hours)

Work Experience:

Dates From	Dates To	Name & Address of Employer	Description of Duties	Wages Starting	Wages Final
Sept. 19__	Present	Odom Electric Shop 2343 Hull St. Road Richmond, Virginia 23234	Electrician Trainee	$4.30 per hr.	$4.50 per hr.
Oct. 19__	Sept. 19__	Willard Electric Co. 9340 Cambridge Road Chester, Virginia 23831	Electrician Trainee	$3.65 per hr.	$4.00 per hr.

References:

Mr. Louis Johnston, 3112 Lee Highway, Bon Air, Virginia 23235
Sales Manager, Exxon Corporation, 804-455-1234

Ms. Jane Robek, Trade and Industrial Education Service
Secretary, Virginia Department of Education
Box 6Q, Richmond, Virginia 23216, 804-786-2154

Mr. Michael Rogers, 821, Little River Turnpike, Richmond, Virginia 23225
Counselor, Meadowbrook High School, 4901 Coghill Road,
Richmond, Virginia, 804-786-2646

Personal Data Sheet (Continued)

PERSONAL DATA

Personal:

Name

Address:

Telephone:

Age:

Height:

Weight:

Marital Status:

Number Of Dependents:

Health:

Education:

_____

_____

_____

Subjects taken:

_____

_____

_____

_____

_____

_____

_____

Personal Data Sheet (Continued)

Skills:

Work Experience:

Dates From	Dates To	Name & Address of Employer	Description of Duties	Wages Starting	Wages Final

References:

LEARNING ACTIVITY C

LETTER OF APPLICATION

Objective: You will be able to write a letter of application which (a) follows the six part format and (b) is grammatically correct.

Introduction: A letter of application is a letter written by the job applicant to a prospective employer concerning employment in that organization. This letter should begin with the reason for writing. Perhaps you are writing at the suggestion of your teacher or counselor. The first paragraph should name the position or job for which you are applying and should also indicate that you wish to be considered for employment. In your letter make it clear whether you have graduated from high school or if not, when you expect to graduate. List any special classes you have had which may help you to get the job. Indicate the grade average which you have maintained in school. It is a good idea to indicate in your letter that you are willing to work hard and are very interested in a future with that company. In closing, state that you are looking forward to receiving a reply.

This learning activity will give you practice in writing letters of application.

LETTER OF APPLICATION

The letter of application can be divided into six parts. The following examples will aid you in placing the necessary information in the correct sequence. Let's look at the various parts.

1. Date block or heading:

   This is located in the upper right-hand side of the page, approximately two inches from the top.
   It includes only the address and date.

2. The inside address:

   This is located at the left margin of the letter, four spaces below the heading and includes the name and address of the person to whom you are sending the letter.

3. Salutation:

   The salutation is located on the left margin two spaces below the inside address. It should consist of "Dear Sir", "Dear Madam", "Dear Ms. _____", or "Dear Mr. _____", followed by the last name of the person to whom you are writing.

4. The body of the letter:

   The body contains the information. It may be divided into five paragraphs.

   Paragraph 1: This paragraph tells the employer why you have written the letter and that you would like to be considered for the job.

   Paragraphs 2 & 3: These paragraphs tell the employer about education, training, and work experience which may qualify you for the job.

   Paragraph 4: This paragraph reveals to the employer your career plans and your plans for continuing education.

   Paragraph 5: This paragraph is the closing of the letter. It lets the employer know that you would like an interview and how you may be reached.

5. The complimentary closing:

This is located two spaces below the last sentence of the body It should be on the right side of the page in line with the date block or heading. Either "Sincerely", or "Sincerely yours", is usually used in business letter correspondence.

6. The Signature:

The signature is simply the written name of the writer. In a typewritten letter the writer's name is typed below the signature.

Letter of Application (Continued)

SAMPLE

7900 Messer Road
Richmond, Virginia 23231
April 8, 19__

1 DATE BLOCK or HEADING

Mr. Richard Owens
Personnel Director
Henrico Electric, Inc.
1352 Parham Road
Richmond, Virginia 23234

2 INSIDE ADDRESS

Dear Mr. Owens:

3 SALUTATION

4 BODY

Mr. Robert Clark, Industrial Cooperative Training Coordinator at Varina High School, suggested that I write you in regard to the electrician apprenticeship position in your firm. Please consider me as an applicant for this position.

During the past two years I have been enrolled in an Industrial Cooperative Training at Varina High School. This is a supervised occupational program offering fifteen hours of on-the-job training per week.

The program has given me an opportunity to receive training in your particular type of work. I have enclosed a copy of my Individual Training Plan and Record which documents my on-the-job experiences in the program.

Upon graduation in June, I plan to continue my education in the evening. My goal upon completion of my education is to become an expert electrician.

Should you be interested in arranging an interview, please contact me in the evening at 222-0925. Thank you for your consideration.

Sincerely yours,

5 COMPLIMENTARY CLOSING

6 SIGNATURE

Louise Booker

Louise Booker

Enclosure

32

HELPFUL HINTS TO WRITING

A GOOD LETTER OF APPLICATION

1. Be neat. Use a pen with blue or black ink. A typewritten letter is best. Remember that you will want to make the best impression possible.
2. Write the letter to a particular individual, slanting it to his/her needs and policies.
3. Be brief.
4. State a definite job. Don't say that you can do "anything."
5. Be confident that you can do the job for which you are applying.
6. Request an interview, at the employer's convenience.
7. Be certain the employer knows how to contact you.
8. Write several drafts of the letter before you decide on a final one.
9. Make a carbon or photo copy of your letter so that you may refresh your memory at a later date.

LETTER OF APPLICATION REVIEW

Answer the following questions about the letter of application.

Check your answers with the key at the end of the LAP.

1. What is the purpose of a letter of application?

2. List the six major parts of the letter of application:

   a. d.

   b. e.

   c. f.

3. List five points you should remember when writing a letter of application:

   a.

   b.

   c.

   d.

   e.

Circle T if the statement is True, F if it is False.

T F 1. A letter of application should be written in pencil.

T F 2. Because you know what you are going to say, you do not need a rough draft.

T F 3. In the closing, only the first word is capitalized.

T F 4. The salutation is the person writing the letter.

T F 5. The signature of a letter is always typed.

T F 6. Never provide your phone number on a letter of application.

T F 7. You should state the job for which you are applying.

Letter of Application (Continued)

Write a letter of application following the guidelines given on the previous pages.

LEARNING ACTIVITY D

APPLICATION FORM

Objective: You will be able to complete a job application form (a) using correct responses to all items and (b) which is grammatically correct.

Introduction: The application form plays a very important role in assisting you to get the job you want. It is also the first judgment factor that the interviewer has of the applicant. The impression of the applicant made by the application form stays with the personnel official throughout the interview.

Follow the instructions in detail when filling out the application form. Make certain that your handwriting is neat and accurate. "Blow your own horn" by listing all your abilities, skills and aptitudes. If you do not sell yourself, no one else will. Be honest when listing your qualifications. Remember, the secret of gaining employment is not only education and training, but also the image you project to a prospective employer.

GUIDELINES ON COMPLETING A GOOD APPLICATION FORM

The following are important rules to follow in filling out a job application form. Study these rules and apply them when completing your next application form.

1. Always use blue or black ink. It will not fade or smear as easily as pencil. Do not forget that the interviewer will be reading several other applications along with yours.

2. A typewritten letter is preferable to a hand written one.

3. Answer all questions that apply to you.

4. Do not leave blank spaces. If a question does not apply to you, indicate "N/A" which means, "not applicable," or draw a line through the space. This means that you have not overlooked the question.

5. Follow intructions in detail.

6. Use complete names and addresses, including zip codes. Do not abbreviate.

7. Spelling is very important. If you do not know how to spell a word, try to think of another word that means the same thing. Learn to spell words which are used frequently in your chosen occupation.

8. Some application forms will require you to indicate the salary you expect. It is best to answer "open" rather than indicate a specific figure. You can discuss salary face-to-face with your interviewer. Do some checking before the interview to find out the "going rate" for people with your experience and qualifications for this particular job.

9. Remember to bring your personal data sheet with you. Use the information from this form for the personal references and work experience section of the employment application.

10. Become familiar with as many application forms as you can. Remember that practice makes perfect.

THE APPLICATION FORM

In this section you will find a completed job application form. Review it carefully and then fill out the blank application provided. Complete the form as carefully and neatly as you would if you were in the interviewer's office.

Upon completion of the application, evaluate your work using the job application checklist found on page 37. Keep in mind that the only recorded information concerning you which the interviewer has is the application form in the company file. How well you complete it may make the difference between getting or not getting the job.

Western Electric

SAMPLE
APPLICATION FOR EMPLOYMENT

GN-12-1510 (4-77)
CI 12 100

QUALIFIED APPLICANTS RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT DISCRIMINATION BECAUSE OF RACE, RELIGION, COLOR, NATIONAL ORIGIN, AGE, SEX, HANDICAP STATUS, DISABLED OR VIETNAM ERA VETERAN.

PLEASE USE INK AND PRINT ALL INFORMATION Date March 19, 1982

Name in Full: Booker (Last) Minnie (First) Louise (Middle) Social Security No 203-91-7282

Address: 1700 Newby's Bridge Road (Street And No.) Richmond (City) Virginia (State) 23235 (Zip Code) Telephone Number: 804 - 276-0890 (Area Code) (Extension)

If your name has been changed, give former name N/A

What Prompted Your Application? ☐ Company Recruiter ☐ Agency (Name) ☐ Advertisement ☐ Suggestion of Friend or Relative ☒ Other (Explain) High School Teacher-Coordinator ☐ Own Initiative

Kind of Work Desired Electrician Apprenticeship What Other Work Can You Do? Driving and Filing Salary or Wages Expected $4.50/hr

Were you Ever Employed By This Company or Another Bell System Co.? (If Yes, Give Details With Business Experience On Page 2) Yes ☐ No ☒

Are You Entering Active Duty With The Armed Forces Soon Due To Recent Enlistment, Notice of Induction or Specific Order To Report For Such Duty? No ☒ Yes ☐

If Not A U.S. Citizen What Is Your Alien Registration Number Or Visa Classification? N/A

SCHOOL RECORD INCLUDING PRESENT ATTENDANCE

NAME OF SCHOOL	ADDRESS (IN FULL)	SCHOOL YRS. COMPLETED	From Mo	From Yr.	To Mo	To Yr.	GRADUATED Yes	GRADUATED No	TYPE OF DEGREE OR DIPLOMA	MAJOR
Elementary (If No High School)	N/A									
Jr High School (Up To Grade 9)	Providence Jr. High School 816 Jones Road Richmond, Virginia 23235	3	9	'76	6	'79	✓		Junior High School	
High School (Up To Grade 12)	Manchester High School 7401 Hull Street Road Richmond Virginia 23235	3	9	'79	6	'82	✓		High School	General
College (Undergraduate)	N/A									
College (Graduate)	N/A									
Other (Vocational, Secretarial, Etc.)	Manchester High School 7401 Hull Street Road Richmond, Virginia 23235	2	9	'80	6	'82	✓		Industrial Cooperative Training	Electrician Trainee

ARMED FORCES EXPERIENCE Have You Served In The Armed Forces Of The United States: Yes ☐ No ☒

Length of Service In Armed Forces From N/A (Mo.) (Yr.) To N/A (Mo.) (Yr.) Branch of Service N/A

List duties in the Service including special training N/A

Have You Ever Been Convicted of Any Violation of The Law (Civilian or Military) Other Than Minor Traffic Violations Yes ☐ No ☒ (If Yes, Explain Fully) N/A

APPLICANT'S EXPERIENCE – COMPLETELY ACCOUNT FOR ALL PERIODS OF EMPLOYMENT. USE ADDITIONAL APPLICATION IF NECESSARY

Present Employer's Name: Odom Electric Shop	Final Rate Of Pay: $4.50 Wages: ☐ Salary: ☐ Hourly: ☒
Address: 2343 Hull Street Road Richmond Va. 23234	Start Date: 9-6-1981 Leaving Date: 6-30-1982
Occupation And Nature of Work: Electrician Trainee	Reason for Leaving: Lay-off
	Name of Person For Whom You Worked: MR. Charles Hooper
Name of Most Previous Employer: Willard Electric Company	Final Rate Of Pay: $4.00 Weekly: ☐ Monthly: ☐ Hourly: ☒
Address: 9340 Cambridge Road Chester Va. 23831	Start Date: 10-5-1980 Leaving Date: 9-1-1981
Occupation And Nature of Work: Electrician Trainee	Reason for Leaving: Distance from home to work
	Name of Person For Whom You Worked: MR. Rex Looney
Name of Most Previous Employer: N/A	Final Rate Of Pay: Weekly: ☐ Monthly: ☐ Hourly: ☐
Address:	Start Date: Leaving Date:
Occupation And Nature of Work:	Reason for Leaving:
	Name of Person For Whom You Worked:

SUMMARIZE ANY SIGNIFICANT EDUCATIONAL DETAILS, EXPERIENCE, TRAINING, OR QUALIFICATIONS THAT HAVE NOT BEEN COVERED. SHOW SPECIAL SKILLS, PATENTS HELD, PROFESSIONAL LICENSES AND CERTIFICATES, ETC

My Industrial Cooperative Training Program includes the following experiences:
Commercial and Industrial Wiring (300 hours);
Residential Wiring (165 hours); Transformers and Rectifiers (37 hours);
A.C. Motors and Alternators (150 hours);
D.C. Motors and Generators (37 hours).

The Rehabilitation Act of 1973 and the Readjustment Assistance Act of 1974 require that all applicants be afforded the opportunity to identify themselves as handicapped, a Vietnam era veteran or a disabled veteran.

Do you consider yourself to be:
Handicapped? Yes _____ No X
Nature of Handicap N/A
Disabled Veteran? Yes _____ No X Vietnam Era Veteran? Yes _____ No X

PLEASE NOTE – APPLICANT AGREES TO THE FOLLOWING CONDITIONS OF EMPLOYMENT:

1. EMPLOYMENT IS CONDITIONAL UNTIL RESULTS OF PRE-PLACEMENT HEALTH EVALUATION ARE KNOWN AND RELATED TO SPECIFIC JOB REQUIREMENTS AND UNTIL INFORMATION GIVEN BY APPLICANT HAS BEEN VERIFIED
2. MEETING MINIMUM AGE REQUIREMENTS OF APPLICABLE LAWS
3. SIGNING AN AGREEMENT RELATING TO ASSIGNMENT OF INVENTIONS IF REQUIRED
4. COMPLETING AND EXECUTING SURETY BOND APPLICATION, IF REQUIRED
5. WILLINGNESS TO ACCEPT TRAVEL ASSIGNMENTS WHEN JOB DUTIES SO REQUIRE
6. WILLINGNESS TO WORK OVERTIME AND OTHER THAN STANDARD SHIFT HOURS WHEN JOB DUTIES SO REQUIRE
7. THAT INITIAL EMPLOYMENT IS CONDITIONAL ON OBTAINING ACCEPTABLE CLEARANCE FROM DEPARTMENT OF DEFENSE WHEN JOB DUTIES SO REQUIRE
8. THAT EMPLOYMENT OF AT LEAST 15 YEARS SERVICE IS REQUIRED AT THE END OF THE MONTH IN WHICH AGE 65 IS REACHED TO QUALIFY FOR A SERVICE PENSION FROM THE WESTERN ELECTRIC COMPANY
9. TO CONFORM TO OTHER COMPANY RULES REGULATIONS AND INSTRUCTIONS

IT IS UNDERSTOOD THAT IF EMPLOYED, FALSE STATEMENTS ON THIS APPLICATION SHALL BE CONSIDERED SUFFICIENT CAUSE FOR DISMISSAL.

Signature of Applicant: Minnie (First) Lorine (Middle) Bunker (Last) Date: March 19, 1982

Employment Interviewer: _____ (Name) _____ (Title) Date: _____

Interviewer's Comments: _____

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Western Electric

SAMPLE
APPLICATION FOR EMPLOYMENT

GN-12-1510 (4-77)
CI 12 100

QUALIFIED APPLICANTS RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT DISCRIMINATION BECAUSE OF RACE, RELIGION, COLOR, NATIONAL ORIGIN, AGE, SEX, HANDICAP STATUS, DISABLED OR VIETNAM ERA VETERAN.

PLEASE USE INK AND PRINT ALL INFORMATION Date _____

Name in Full _____ (Last / First / Middle) Social Security No _____

Address _____ (Street And No. / City / State / Zip Code) Telephone Number _____ (Area Code / Extension)

If your name has been changed, give former name _____

What Prompted Your Application? ☐ Company Recruiter ☐ Agency (Name) _____ ☐ Advertisement ☐ Suggestion of Friend or Relative ☐ Other (Explain) _____ ☐ Own Initiative

Kind of Work Desired _____ What Other Work Can You Do? _____ Salary or Wages Expected _____

Were you Ever Employed By This Company or Another Bell System Co.? (If Yes, Give Details With Business Experience On Page 2) Yes ☐ No ☐

Are You Entering Active Duty With The Armed Forces Soon Due To Recent Enlistment, Notice of Induction or Specific Order To Report For Such Duty? No ☐ Yes ☐

If Not A U.S. Citizen What Is Your Alien Registration Number Or Visa Classification? _____

SCHOOL RECORD INCLUDING PRESENT ATTENDANCE

NAME OF SCHOOL	ADDRESS (IN FULL)	SCHOOL YRS. COMPLETED	From Mo	From Yr	To Mo	To Yr	GRADUATED Yes	GRADUATED No	TYPE OF DEGREE OR DIPLOMA	MAJOR
Elementary (If No High School)										
Jr. High School (Up To Grade 9)										
High School (Up To Grade 12)										
College (Undergraduate)										
College (Graduate)										
Other (Vocational, Secretarial, Etc.)										

ARMED FORCES EXPERIENCE

Have You Served In The Armed Forces Of The United States: Yes ☐ No ☐

Length of Service In Armed Forces From _____ (Mo / Yr) To _____ (Mo / Yr) Branch of Service _____

List duties in the Service including special training _____

Have You Ever Been Convicted of Any Violation of The Law (Civilian or Military) Other Than Minor Traffic Violations Yes ☐ No ☐ (If "Yes" Explain Fully) _____

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APPLICANT'S EXPERIENCE – COMPLETELY ACCOUNT FOR ALL PERIODS OF EMPLOYMENT. USE ADDITIONAL APPLICATION IF NECESSARY

Present Employer's Name	Final Rate Of Pay	Weekly ☐ Monthly ☐	Hourly ☐
Address	Start Date	Leaving Date	
Occupation And Nature of Work	Reason For Leaving		
	Name of Person For Whom You Worked		
Name of Next Previous Employer	Final Rate Of Pay	Weekly ☐ Monthly ☐	Hourly ☐
Address	Start Date	Leaving Date	
Occupation And Nature of Work	Reason For Leaving		
	Name of Person For Whom You Worked		
Name of Next Previous Employer	Final Rate Of Pay	Weekly ☐ Monthly ☐	Hourly ☐
Address	Start Date	Leaving Date	
Occupation And Nature of Work	Reason For Leaving		
	Name of Person For Whom You Worked		

SUMMARIZE ANY SIGNIFICANT EDUCATIONAL DETAILS, EXPERIENCE, TRAINING, OR QUALIFICATIONS THAT HAVE NOT BEEN COVERED. SHOW SPECIAL SKILLS, PATENTS HELD, PROFESSIONAL LICENSES AND CERTIFICATES, ETC.

The Rehabilitation Act of 1973 and the Readjustment Assistance Act of 1974 require that all applicants be afforded the opportunity to identify themselves as handicapped, a Vietnam era veteran or a disabled veteran.

Do you consider yourself to be

Handicapped? Yes_____ No_____

Nature of Handicap_____

Disabled Veteran? Yes_____ No_____ **Vietnam Era Veteran?** Yes_____ No_____

PLEASE NOTE – APPLICANT AGREES TO THE FOLLOWING CONDITIONS OF EMPLOYMENT:

1. EMPLOYMENT IS CONDITIONAL UNTIL RESULTS OF PRE-PLACEMENT HEALTH EVALUATION ARE KNOWN AND RELATED TO SPECIFIC JOB REQUIREMENTS AND UNTIL INFORMATION GIVEN BY APPLICANT HAS BEEN VERIFIED.
2. MEETING MINIMUM AGE REQUIREMENTS OF APPLICABLE LAWS.
3. SIGNING AN AGREEMENT RELATING TO ASSIGNMENT OF INVENTIONS, IF REQUIRED.
4. COMPLETING AND EXECUTING SURETY BOND APPLICATION IF REQUIRED.
5. WILLINGNESS TO ACCEPT TRAVEL ASSIGNMENTS WHEN JOB DUTIES SO REQUIRE.
6. WILLINGNESS TO WORK OVERTIME AND OTHER THAN STANDARD SHIFT HOURS WHEN JOB DUTIES SO REQUIRE.
7. THAT INITIAL EMPLOYMENT IS CONDITIONAL ON OBTAINING ACCEPTABLE CLEARANCE FROM DEPARTMENT OF DEFENSE WHEN JOB DUTIES SO REQUIRE.
8. THAT EMPLOYMENT OF AT LEAST 15 YEARS SERVICE IS REQUIRED AT THE END OF THE MONTH IN WHICH AGE 65 IS REACHED TO QUALIFY FOR A SERVICE PENSION FROM THE WESTERN ELECTRIC COMPANY.
9. TO CONFORM TO OTHER COMPANY RULES, REGULATIONS AND INSTRUCTIONS.

IT IS UNDERSTOOD THAT IF EMPLOYED, FALSE STATEMENTS ON THIS APPLICATION SHALL BE CONSIDERED SUFFICIENT CAUSE FOR DISMISSAL.

Signature of Applicant_____ Date_____
First Middle Last

Employment Interviewer_____ Date_____
Name Title

Interviewer's Comments_____

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SELF-EVALUATION AND CHECKLIST

Review your application and assume that you are an employer. How would you be able to answer the following questions based on the application form which was completed?

1. Are you impressed?
2. Would you be interested in setting up an appointment for an interview with this person?
3. Is the application neat and accurate?
4. Did the applicant follow directions?
5. If the applicant was working for your firm could you read and understand the handwritten information?
6. Were the answers short, brief, and carefully worded?
7. Were correct grammar, spelling and punctuation used?
8. Was the applicant consistent throughout the application in terms of format, capitalization, color of ink, etc.?
9. Did the applicant print or write all the way through the form?
10. Is the necessary information to contact each reference listed?
11. Were all blanks filled in with proper information or was "N/A" used where necessary?
12. Were zip codes used?

LEARNING ACTIVITY E

JOB INTERVIEW

Objective: You will be able to identify conditions to be aware of during a job interview, including (a) ten questions which would typically be asked and (b) ten positive conditions or responses which would help you get the job.

Introduction: Nearly every successful job search includes an interview with a supervisor, personnel interviewer, or proprietor. It is the interview which affords both the employee and employer the chance to see if there is mutual advantage for working together. The main reason for the interview is to give the employer an opportunity to learn something further about the person applying for the position. Some of the traits the employer will be looking for are appropriate appearance, personality, attitude, skills and education.

The job interview is an important event in the average person's life. The twenty or thirty minutes a person spends with the interviewer may determine that person's entire future. Think about what you are going to do and say when certain questions are asked of you during the interview. Until now, you may have been thinking of the benefits which you will receive from a company. Instead, ask yourself the question, "What can I do for the company?" How do your skills, qualifications, training and previous work experience rate you as the person to fill the vacant position?

The following activity will help to prepare you for the job interview.

BE PREPARED

It requires some time and effort to prepare yourself to be successful during the interview. Below are some basic categories in which you should prepare yourself prior to the interview:

1. Learn all you can about the company.

2. Have the following materials ready:

   a. Personal data sheet
   b. Social Security card
   c. Special training certificates and certificates of commendation

3. Know your qualifications.

4. Dress appropriately. Some occupations will require business attire while others will require clean neat work clothes.

5. Be sure you are clean and properly groomed.

6. Bring a blue or black pen. Have a spare in case the one you have runs out of ink.

7. Plan to be at the interviewer's office at least five minutes early.

8. An interview is a very personal event and should involve only yourself and an appropriate personnel officer.

9. Know the interviewer's full name and how to pronounce it.

10. Be sure to thank receptionist and interviewer for their time.

WHAT TO DO IN AN INTERVIEW

Give your name, and the position for which you are applying. Remain standing until the interviewer asks you to be seated. You should say something like: "Good morning, Mr. James, my name is William Dennis and I am here to apply for the job of detail draftsman which was advertised in the Daily Messenger." If the interviewer offers to shake hands, be sure that your grip is firm but don't try to prove how strong you are by crushing the interviewer's hand. If you meet a receptionist, tell this person that you have an appointment with Mr. James and state the time of your appointment.

During the interview, always try to make the best impression possible. Stress both your interest in the work and your qualifications to fill the position. Never overemphasize your need for the job.

Always be positive. Never criticize or put down your previous employers. Let the person interviewing you lead the discussion. Stick to the point and be brief in your answers.

Hold your questions until the latter part of the interview. The interviewer will indicate when the interview is over. Be sure to express your appreciation for the consideration and time given to you. If a secretary introduces you to the interviewer, be sure to thank this person as you leave.

QUESTIONS FREQUENTLY ASKED DURING THE INTERVIEW

(As reported by 92 companies surveyed by Frank S. Endicott, Director of Placement, Northwestern University.)

1. What are your future vocational plans?
2. Why do you think you might like to work for our company?
3. What jobs have you held in the past?
4. What qualifications do you have in order to fill this position?
5. What are your ideas on salary?
6. How much money do you hope to earn at age twenty-five?
7. Do you prefer working with others or by yourself?
8. Can you take instructions without feeling upset?
9. Do you live with your parents?
10. What have you learned from some of the jobs you have had?
11. Can you get recommendations from previous employers?
12. Do you like routine work?
13. Do you like regular hours?
14. Can you define cooperation?
15. Do you have any serious illnesses?
16. What types of people seem to rub you the wrong way?
17. What are your own special abilities?
18. Would you be willing to work overtime?
19. What kind of work interests you?
20. To what extent do you use liquor or drugs?

Job Interview (Continued)

VARIOUS WAYS TO AVOID BEING HIRED

(As reported by the Placement Office at New York University)

1. Poor personal appearance.
2. Overbearing, overaggressive, conceited, superiority complex.
3. Inability to express ideas clearly, using poor grammar.
4. Lack of planning for career; no purpose and goals.
5. Lack of confidence and poise; being ill at ease.
6. Lack of interest and enthusiasm with passiveness and indifference.
7. Failure to participate in activities.
8. Over emphasis on money; interested only in the dollar.
9. Poor scholastic record.
10. Unwilling to start at the bottom; expect too much too soon.
11. Makes excuses, evasiveness, hedges on unfavorable factors.
12. Lack of tact.
13. Lack of maturity.
14. Lack of courtesy, ill-mannered.
15. Condemnation of past employers.
16. Lack of social understanding.
17. Marked dislike for school work.
18. Fails to look interviewer in the eye.
19. Limp, fishy handshake.
20. Sloppy application.
21. Wants job only for a short time.
22. Lack of knowledge or specialization.
23. Little interest in the company or industry.
24. Inability to take criticism.

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JOB INTERVIEW REVIEW

Circle T if the statement is True and F if it is False.

T F 1. Most successful job searches end with a job interview.

T F 2. A purpose of the job interview is to see if the applicant and the employer can work together.

T F 3. The job interview is of slight importance to a person.

T F 4. You should learn all you can about the company before you go to the interview.

T F 5. It is acceptable to be late for a job interview.

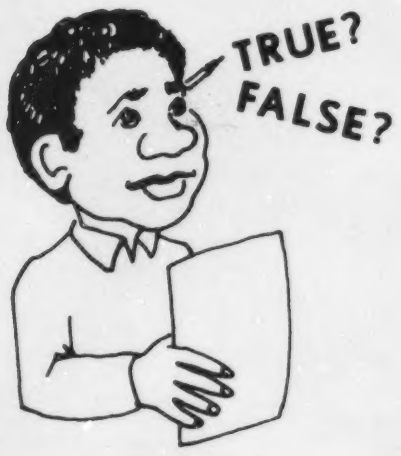
T F 6. You should wait for the interviewer to offer you a seat.

T F 7. It is acceptable to bring a friend along with you to the interview.

T F 8. Ask your questions first, then let the interviewer proceed with the questions.

T F 9. "Tell me a story" might be a device used by the interviewer.

T F 10. You should make the salary your most important consideration at the interview.



REVIEW EXERCISE

Part I List ten questions which might typically be asked of you by the employer during the interview:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Part II Below are several situations or responses which could help you to get the job or could prevent you from being hired. Place a G (good) in front of the conditions which would help in getting the job and a P (poor) in front of the conditions which would hurt your chances of being hired.

1.____ Hair uncombed

2.____ "How much will this job pay?"

3.____ Neat, printed application form.

4.____ "I ain't never had any illnesses."

5.____ "I was interested to hear of the expansion of your company into a new product line."

6.____ Prompt, on time at interview.

7.____ Limp hand shake.

8.____ "It was hard to get along with my last employer."

9.____ "I'm not sure I could do the job."

10.____ "I'm willing to work hard at any assignment I'm given."

POSTTEST

Define the following vocabulary words:

1. Marital Status _____

_____

2. Occupation _____

3. Spouse _____

4. Personal _____

_____

5. Reference _____

_____

6. Applicant _____

7. Salary _____

8. Legible _____

9. Surname _____

10. Personnel _____

Circle any of the items below that should be part of the personal data sheet.

11. School grades
12. References
13. Military experience
14 Your teachers
15 Where you were born
16. Marital Status
17. Religious background
18. Your mother & father
19. Subjects studied
20. Skills
21. Sex
22. Previous work experience
23. Educational history
24. Personal information

Posttest (Continued)

Circle T if statement is True, F if it is False

T F 25. You should include your phone number in the application letter.

T F 26. The inside address block is also your return address.

T F 27. The date block is located in the upper right hand corner of the letter.

T F 28. The body of the letter should be one continuous paragraph.

T F 29. The salutation is the closing of the letter.

T F 30. The signature should be typewritten.

T F 31. Your letter should include grade point average and some important courses which you took.

T F 32. Paragraph one should explain the purpose of the letter to the employer.

T F 33. Your letter should include several references.

T F 34 You should appear at the interviewer's office precisely on time.

T F 35. You should bring your high school transcript along to the interview.

T F 36. It is considered good practice to asks the interviewer the exact pronounciation of his/her name.

T F 37. It is good to extend thanks to both the interviewer and receptionist.

T F 38. After greeting the receptionist you should state your business and time of appointment.

T F 39. Your own questions should be asked at the beginning of the interview.

Posttest (Continued)

Match the words in the right hand column with their meanings in the left hand column.

_____	40. people whom you support	A	Occupation
_____	41. not applicable	B	Personnel
_____	42. a particular field of work	C	Spouse
_____	43. to write clearly to the point	D	Dependents
_____	44. members of your family	E	Relatives
_____	45. the employees of a company	F	Surname
		G	Reference
		H	Concise
		I	N/A

46. Prepare a personal data sheet which includes the following: (a) Personal; (b) Education; (c) Skills; (d) Work experience; (e) References. Please do this on a separate sheet.

47. Write a letter of application with correct (a) date block and heading (b) inside address (c) salutation (d) body (e) complimentary closing and (f) signature. Please do this on a separate sheet.

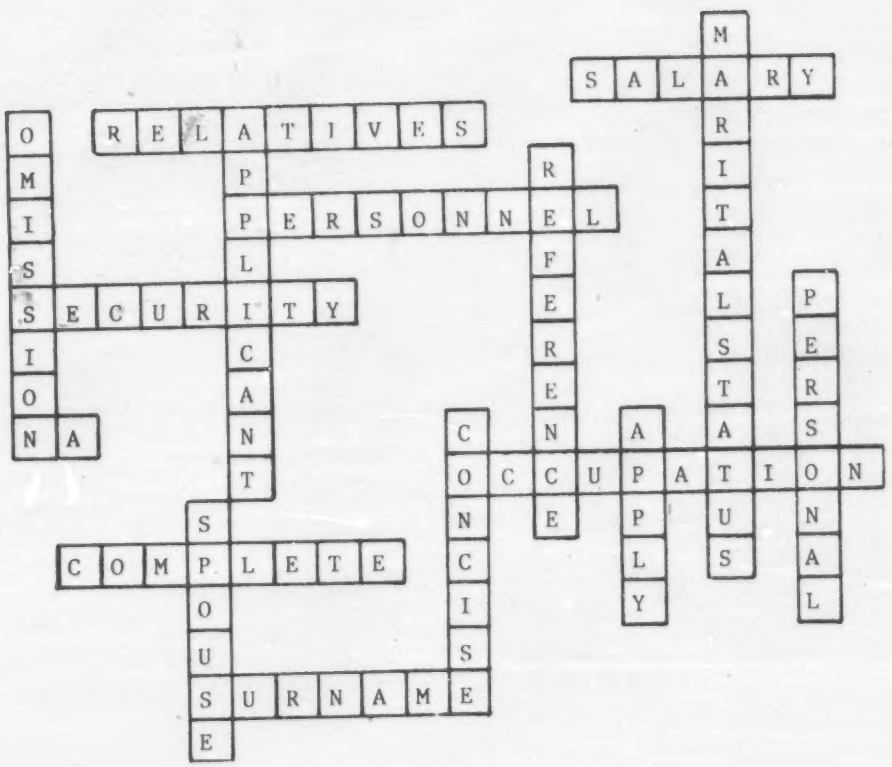
48. Ask your teacher for a job application form. Complete responses to all items.

49. Indicate ten questions which might be asked in an interview and the kinds of responses which you would give.

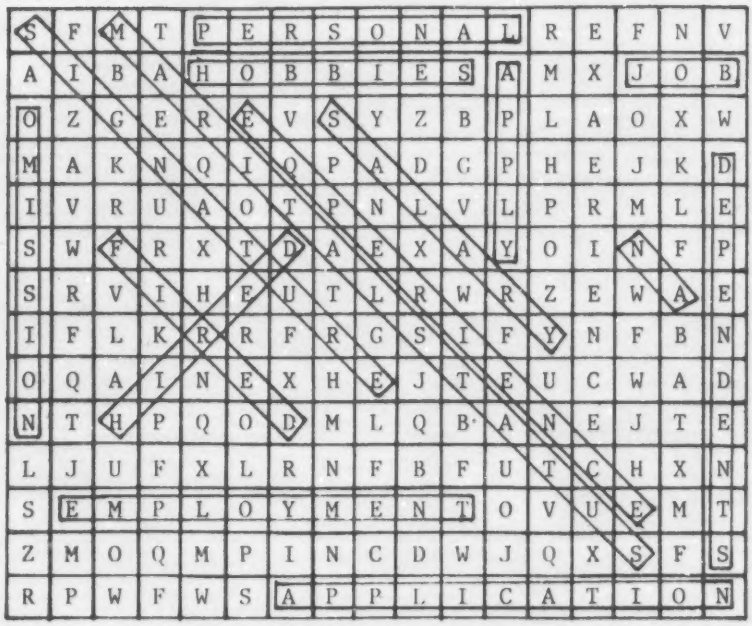
ANSWER KEY - ACTIVITY A: VOCABULARY

1. one who applies for a job
2. a request or petition
3. make application for a job
4. to finish
5. clear, brief and to the point
6. to be refused a job
7. someone whom you support
8. actual involvement
9. discharged or asked to leave
10. a previous or past employer
11. to employ
12. spare time activity
13. a situation or employment
14. ability to write clearly and correctly
15. single, married, separated or divorced
16. Non Applicable
17. a particular field of work
18. to omit or leave out
19. refers to the individual
20. employees of a company
21. a person listed on the application form who will speak well of you.
22. members of your family
23. payment for services or work performed
24. a safe, steady job
25. husband or wife
26. your last name

ANSWER KEY - ACTIVITY A: CROSSWORD PUZZLE



ANSWER KEY - ACTIVITY A: ANAGRAM



ANSWER KEY - ACTIVITY C: LETTER OF APPLICATION REVIEW

1. A letter of application is written by the applicant to a prospective employer for a position that is available.

2. a. date block or heading
   b. inside address
   c. salutation
   d. body
   e. complimentary closing
   f. signature

3. a. be brief
   b. write several drafts of the letter before you decide on a final one.
   c. write the letter to a particular individual slanting it to his/her needs and policies.
   d. be neat; use a pen with blue or black ink. A typewritten letter is best.
   e. state a definite job; do not say you want "anything."

4. False
5. False
6. True
7. False
8. False
9. False
10. True

ANSWER KEY - ACTIVITY D: APPLICATION FORM

Answers will vary. See your instructor

ANSWER KEY - ACTIVITY E: JOB INTERVIEW

Job Interview Review

1. True
2. True
3. False
4. True
5. False
6. True
7. False
8. False
9. True
10. False

Review Excercise
Part I - Suggested answers. Include any of the following:

1. What are your future vocational plans?
2. Why do you think you might like to work for our company?
3. What jobs have you held in the past?
4. What qualifications do you have in order to fill this position?
5. What are your ideas on salary?
6. Do you have a girl/boy friend?
7. How much money do you hope to earn at age twenty-five?
8. Can you take instructions without feeling upset?
9. Do you prefer working with others or by yourself?
10. Can you tell me a story?
11. Do you live with your parents?
12. What have you learned from some of the jobs you have had?
13. Can you get recommendations from previous employers?
14. How long do you expect to work?
15. Do you have any debts?
16. Do you like routine work?
17. Do you like regular hours?
18. Can you define cooperation?
19. Do you have any serious illness?
20. What types of people seem to rub you the wrong way?
21. What are your own special abilities?
22. Would you be willing to work overtime?
23. What kind of work interests you?
24. To what extend do you use liquor or drugs?

Part II

1. Poor
2. Poor
3. Good
4. Poor
5. Good
6. Good
7. Poor
8. Poor
9. Poor
10. Good

ANSWER KEY: PRETEST - POSTTEST

1. tells if you are single, married or divorced
2. a particular field of work
3. husband or wife
4. refers to you personally
5. a person listed on the application who will speak well of you.
6. one who applies for a job.
7. payment for services or work performed
8. writing clearly and correctly
9. your last name
10. employees of a company

Circled items are: 12, 16, 19, 20, 22, 23, 24.

25. True
26. False
27. True
28. False
29. False
30. False
31. False
32. True
33. False
34. False
35. False
36. False
37. True
38. True
39. False
40. D
41. I
42. A
43. H
44. E
45. B
46 - 49. These items will differ for each person. Please check with your instructor.